

Preassessment Packet Contents

NAEP Student Information Report(s)

Lists all students selected for NAEP, as well as their demographic information.

SD Worksheet Envelope

Contains the SD worksheet, which collects information about how students identified as SD on the Student Information Report(s) are tested in the NAEP subject. Refer to the instructions and inclusion guidelines in the envelope for information on how to complete the worksheets.

ELL Worksheet Envelope

Contains the ELL worksheet, which collects information about how students identified as ELL on the Student Information Report(s) are tested in the NAEP subject. Refer to the instructions and inclusion guidelines in the envelope for information on how to complete the worksheets.

Inclusion on NAEP Fact Sheet

Describes how students with disabilities and English language learners are included on NAEP.

Parent/Guardian Notification Letter

Provides information about NAEP and can be used to notify the parents/guardians of the students selected for NAEP.

Logistics Information Form

Documents information necessary to plan assessment day.

Teacher Listing Form

Used to record the names of teachers who will be receiving questionnaires.

U.S. Department of Agriculture Memo

Authorizes the collection of the National School Lunch Program (NSLP) information.

NAEP Storage Envelope

Stores NAEP materials.

Sample Questions Booklet

Contains sample test questions and questions about student educational experiences in school or at home.

NAEP Online Resources Postcard

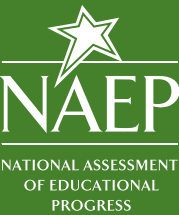
Contains links to NAEP online resources such as Sample Questions booklets and frameworks.

What is NAEP?

The National Assessment of Educational Progress (NAEP) is a congressionally mandated project overseen by the National Center for Education Statistics (NCES) to continuously monitor the knowledge, skills, and performance of the nation’s children and youth.

As The Nation’s Report Card, NAEP measures and reports on a regular basis what our nation’s students know and can do in core subjects like mathematics, reading, writing, and science.

For more information, visit <http://nces.ed.gov/nationsreportcard>



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2013
Grades 4 and 8

Instructions

for the School Coordinator

Completing Preassessment Activities
for NAEP 2013

Thank you for your support of the National Assessment of Educational Progress (NAEP) for 2013. I look forward to working with you to make NAEP a positive experience at your school. This begins with the pre-assessment visit, when I will come to your school, gather and prepare some materials, and then meet with you to plan for assessment day.

The preassessment visit is scheduled for _____ (date).
I plan to arrive at _____ (arrival time) and
prepare for our meeting at _____ (meeting time).

In order to take up the least amount of your time during this meeting, please have these materials ready for me upon my arrival:

- ☐ Completed Students with Disabilities (SD) Worksheet(s) and English Language Learners (ELL) Worksheet(s)
- ☐ Updated Student Information Report(s), including updates of Section 504 Plan students **who need testing accommodations**
- ☐ Printed list of students currently enrolled in the selected grade
- ☐ Completed Logistics Information Form
- ☐ Completed Teacher Listing Form

I will call you shortly to review the contents of the packet and answer any questions you may have. If you need to reach me before then, my contact information is listed below, or you can call the NAEP Help Desk at 1-800-283-NAEP (6237).

I look forward to working with you!

Sincerely,

NAEP Representative _____

E-mail _____

Telephone Number _____

Activities to Complete

Before the Preassessment Visit

Distribute and Collect the SD and ELL Worksheet(s)

When you distribute the worksheets, please make sure each respondent has a copy of the instructions and the inclusion guidelines and ask the respondent to complete the front and back of the worksheets.

Review and Update the Student Information Report(s)

- ☐ Fill in any missing demographic data
- ☐ Review the demographic data for accuracy
- ☐ Verify each student's SD and/or ELL status. Indicate on the report if there are students with a Section 504 Plan who need testing accommodations
- ☐ Identify any student who is withdrawn, does not attend any classes on campus, is not enrolled in the sampled grade, or is a foreign exchange student

Prepare a List of Students Currently Enrolled in the Selected Grade

I will need a list of students currently enrolled in the selected grade in order to identify students who were not included on the original list of students submitted for NAEP in the fall.

- ☐ Print the list in alphabetical order by last name
- ☐ Include birth dates and other demographic data, if available

Notify Parents/Guardians

By law the parents/guardians of the students selected for NAEP must be notified in writing before the assessments can take place.

- ☐ Notify parents/guardians as soon as possible using the enclosed sample letter(s)
- ☐ Keep a copy of the dated and signed notification to give to me during the preassessment visit

Complete the Logistics Information Form

Your answers to these questions provide important information we need in order to follow proper protocol at your school.

Complete the Teacher Listing Form

Record the appropriate teacher names on the Teacher Listing Form. I will use this form to prepare the NAEP Teacher Questionnaires during the preassessment visit.

Review the Department of Agriculture Memo

Review the U.S. Department of Agriculture Memo that authorizes the release of the National School Lunch Program data to NAEP.

Use the NAEP Storage Envelope

Use the NAEP Storage Envelope to store assessment documents.

Distribute the NAEP Online Resources Postcard and Sample Questions Booklet, as Needed

The NAEP online resources postcard includes links to NAEP resources online such as the content frameworks and Sample Questions booklets, which can be downloaded and printed. The Sample Questions booklet may be shared with parents or other interested parties who have questions about the assessment.

During the Preassessment Visit

When I arrive and collect the materials from you, I will spend some time working independently with the materials to prepare for our meeting. During our meeting we will cover the following topics:

- ☐ Student demographic data review
- ☐ Assessing SD and ELL students in NAEP
- ☐ Completion of School and Teacher Questionnaires
- ☐ Status of parent notification
- ☐ Assessment locations and logistics
- ☐ Preparing for the assessments
- ☐ Any other questions you may have

After the Preassessment Visit

Distribute Questionnaires

Distribute the questionnaires provided during our visit and collect them prior to the assessment. All questionnaires will need to be returned, either blank if they were done online or the completed hardcopies.

Notify the Students of the Assessment

Notify students about the assessment date and time.

Notify the Teachers of the Assessment

Distribute the Teacher Notification Letter to all teachers in the selected grade. Some schools find it helpful to attach a list of participating students' names (which I will provide at the visit) to the letter.

Place the NAEP Storage Envelope in a Secure Location

I will need the red NAEP Storage Envelope on the day of the assessment. Please keep the envelope in a secure location until I arrive.

Thank you for helping us make NAEP in your school a success!

Remember to visit the MySchool website at **www.mynaep.com** to receive details about the assessment activities in your school.